

EDITED KSA LISTING

CLASS: INSTITUTIONAL ARTIST/FACILITATOR

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1.	Basic knowledge of arts resources (e.g., arts professionals, arts organizations, vendor lists, etc.) to access artists and arts funding resources for Arts in Corrections (AIC) program development.
K2.	General knowledge of goals and objectives of a multi-disciplinary arts program to develop an arts plan that meets the needs of a correctional/mental health facility.
K3.	General knowledge of arts program management (e.g., budgets, marketing, public relations, contracts, program evaluation, planning and development, classroom environment, etc.) for implementation and operation of the arts program.
K4.	General knowledge of personnel administration and supervision to manage contract artists and inmate work crews in the arts program.
K5.	Comprehensive knowledge of one or more arts disciplines to identify, evaluate, teach, and demonstrate original work within a multi-disciplinary arts program.

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	Skill to:
S1.	Conduct arts workshops and/or classes for inmates participating in the AIC programs.
S2.	Communicate (verbal and written) clearly and concisely to inmates, artists and institutional staff regarding arts program needs and objectives.
S3.	Develop and operate an arts program in two or more arts disciplines to provide services for the institution, Department, and community.
S4.	Develop and maintain cooperative relationships with institutional staff, artists, inmates, and community arts representatives/organizations to enhance the operation of the institutional AIC program.
S5.	Interpret and apply rules, regulations, policies and procedures in order to train and supervise contract artists in institutional security procedures (e.g., general orientation, tool control, over familiarity, etc.) for the safety and security of the institution.
S6.	Assign, supervise, coordinate, and evaluate the activities of contracted artists and inmate work crews to provide arts instruction to inmates and services to the institution.
S7.	Prepare and monitor budgets and contracts to operate an institutional arts program.
S8.	Utilize personal computer hardware and software (e.g., word processing, data spreadsheets, desktop publishing, digital graphics, etc.) used in the arts program to manage, monitor, and evaluate the AIC program.

Bold text-indicates not on Classification Spec.

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S9.	Use classroom instructional techniques concepts, and processes (e.g., teaching, organizing information/materials, mentoring, coaching, etc.) to supervise artists and inmates within the AIC program.

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	Ability to:
A1.	Apply artistic knowledge to effectively assess and evaluate artistic expressions.
A2.	Utilize an innate aesthetic sensibility in the discernment between hobby and Fine arts.
A3.	To use an art form (e.g., sound, visual, performance, etc.,) to communicate with others.

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	Willingness to:
WC1.	Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments.
WC2.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
WC3.	Willingness to work with inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
WC4.	Willingness to work with inmates/parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis.
WC5.	Willingness to treat inmates/parolees in a professional, ethical, and tactful manner.